



## FOR UNIVERSITY STAFF

WEEK COMMENCING 21 OCTOBER 2019

ISSUE NO 210

### SEMINARS

#### WEDNESDAY SEMINAR

This week's Wednesday seminar will be hosted by Professor Jeremy Tomlinson and the speaker is Professor Christopher Byrne of Southampton University.



The title of his talk is **"NAFLD, a metabolic liver disease with implications far beyond the liver"**. The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre, and sandwiches for those attending will be available from 12:45pm.

#### FRIDAY SEMINAR

This week's Friday seminar organised by the OCDEM Senior Academic Faculty will be a talk on "Looking at the liver through the lens of magnetic resonance imaging and spectroscopy" by Dr Ferenc Mozes . The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre and sandwiches for those attending will be available from 12:45.

#### MEDICAL GRAND ROUNDS

Thursday 24 October from 13:00 – 14:00

John Radcliffe Academic , Lecture Theatre 1



**Respiratory:** "Aspirin-induced asthma: mechanisms and treatment options", Prof Ian Pavord and Dr Simon Couillard De L'Espinay

**General Medicine Firm C:** "A common surgical problem on the medical take", Dr Praveen Weeratunga, Dr Giles Bond-Smith and Dr Judy Martin

Chair: Prof Hugh Watkins

WELCOME



Shilpa Nagarajan has joined the OxLip group as a Novo Nordisk Research Fellow.



Charlie Scott a statistician with DTU has taken up a new position with Bayer AG in Reading.



Congratulations to Sion Parry of the OxLip group on the birth of his baby girl Seren Wray Parry-Tudor on 17<sup>th</sup> October.

### **REMINDER- WINDOWS 7 TO WINDOWS 10 MIGRATION**

We have previously advised staff about the project to migrate from windows 7 to windows 10. All staff computers which are currently running on windows 7 receive the following email message when they log on:

IMPORTANT NOTICE\*\*\*\*

**Windows 7 will become end of life on 14 January 2020.**

**Please email MSDIT ([ithelp@medsci.ox.ac.uk](mailto:ithelp@medsci.ox.ac.uk)) or your local IT support team to discuss upgrade options to Windows 10.**

**Machines that have not been upgraded by the deadline will not be permitted on the network**

If you have received the above message can you please contact [ocdemfacilities@ocdem.ox.ac.uk](mailto:ocdemfacilities@ocdem.ox.ac.uk) so we can liase with MSDIT for your computer to be upgraded.



## HEAD OF INFORMATICS

Grade 8: £41,526 - £49,553 with a discretionary range to £54,131 p.a.

The University of Oxford Diabetes Trials Unit (DTU) is recruiting for the post of Head of Informatics to lead its Informatics Group. The postholder will be responsible for all day-to-day informatics operations within the Unit. The DTU ([www.dtu.ox.ac.uk/](http://www.dtu.ox.ac.uk/)) is a UKCRC fully-registered clinical trials unit, that specialises in performing clinical trials related to the treatment and management of diabetes and other cardiometabolic disorders. These are both early-phase and late-phase trials, including mega trials typically conducted in 30 or more countries.

Reporting directly to the DTU Director, the postholder should be a recognised authority in their field with excellent leadership and personnel management skills. The postholder will be adept at effectively communicating expectations and technical information to team members, and to stakeholders, in a clear and timely manner. They should also have significant experience of building trial databases in electronic data capture systems and extensive programming expertise. Knowledge of Good Clinical Practice and regulatory requirements in relation to informatics, and experience of writing standard operating procedures and specification documents is critical.

Going forward there is an exciting opportunity for the postholder to develop the Informatics Group in the light of new business and projected growth of the DTU trials portfolio.

The post is offered until 31 December 2022 in the first instance, with the possibility of further extension. Requests for an informal discussion should be sent to: [amanda.adler@dtu.ox.ac.uk](mailto:amanda.adler@dtu.ox.ac.uk).

Within your cover letter, please address how you meet the selection criteria described in the job description. Please quote vacancy number 142810 in all correspondence.

Only applications received before 12.00 noon on 21 October 2019 can be considered

# OCDEM



**SECOND ROUND Monday 28th  
October @ 10:30am in Info Café  
(OCDEM)**

- Biscuit sale in Cafe Info Area
- All money raised for Sobell House
- First place from both rounds wins **£30 John Lewis Voucher**
- Second place wins a £20 cake voucher with professional baker **Amara Jandu** (  @Cakes.by.amara)

To register contact [linford.briant@ocdem.ox.ac.uk](mailto:linford.briant@ocdem.ox.ac.uk)

You do not need to register if you just want to eat cake.



### **DESKTOP PUBLISHING: EFFECTIVE WORKFLOWS**

With your basic Desk Top Publishing (DTP) skills we will explore a sensible workflow that will save you time when creating your academic and professional publications. We will cover best practices which will help you construct professional, print quality, documents that are easy to maintain. The tool that will be used for the demonstrations will be InDesign, the industry standard DTP tool, however the techniques will be applicable to other tools (such as Scribus).

- Understand and use layers, frames and guides
- Correctly choose and use images at high quality
- Create styles for text and other document elements to enable easy document management
- Understand some of the issues around the use of colour in printed documents
- Get a document 'print ready'

*Monday 28 October 14.00-17.00 [Book here](#)*

*£30 Staff / £15 Students*

**[Find all available dates here](#)**

### **3D MODELLING: KICK-OFF**

3d modelling can be very frustrating. 3d modelling software is unlike any other type of software that you will have used and the process of 3d modelling doesn't usually match your experience in the real world. This workshop will make the process more intuitive by breaking it down into a series of relatable activities. We will be working with a ready-made 3d model/environment and experimenting with navigation, lightning, materials, rendering and very simple work with 3d models.

[See all available dates](#)

**Wednesday 23 October 2019 14.00-17.00 [Book](#)**

*£30 Staff / £15 Students*

### **3D BLENDER - UP AND RUNNING**

Does your research paper or departmental web site need eye-catching 3-d visuals? Do you have data that could be presented attractively in a 3-d animation? This workshop covers 3d modelling and basic animation using the free software 3d modelling application Blender. This is a follow-on workshop to '3d modelling: Kick-off' and assumes you have a firm understanding of the basics of using a 3d modelling application. We will be creating our own 3d models and examining materials and lighting in more detail.

**Wednesday 27 November 14.00-17.00 [Book](#)**

*£30 Staff / £15 Students*



## **FINANCIAL REGULATIONS AND KEY POLICIES**

There are a number of key regulations and policies in place in the University underpinning financial administration and ethical decision-making. Departments are responsible for ensuring that all staff are aware of them, and all staff are responsible for ensuring that they comply with them.

Please find links to the policies and a brief overview below. If you have any queries or concerns, please contact Lynne Whay or the [Compliance team](#) in Council Secretariat. Each policy contains details of how to report or manage issues. A [list](#) of all policies is also available

### **Financial Regulations** and **supporting financial processes**

The Financial Regulations and supporting financial processes are established to ensure the proper use of University financial resources, satisfying requirements for accountability, internal control, and the management of financial risk, as well fulfilling legal and financial obligations (e.g. requirements of government agencies, funders and donors). All staff are responsible for complying with these regulations and the financial control requirements of financial processes.

The Financial Regulations are relevant to all staff even if their role is not primarily financial. For example, they cover purchasing, expense claims, and managing research funding, so anyone involved in these should ensure they are familiar with relevant processes. The Financial Regulations also set out how key authorities are delegated, for example for committing the University in contracts or committing expenditure.

The finance team in the department is available to ensure that the department carries out activity in line with the Financial Regulations. So that we can best support you, please contact Lynne Whay in advance of relevant activities. If you would like advice from the Finance Division, please contact the [Financial Assurance team](#) who will be happy to advise.

### **Statement of policy and procedure on conflict of interest**

In a University of the size and complexity of Oxford, conflicts of interest are bound to occur. The policy is not in place to prevent activities taking place, but to facilitate activities and to protect individuals and the University from any appearance of impropriety.

A conflict of interest arises where the commitments and obligations owed by a member of staff or student to the University or to other bodies (for example a funding body) are likely to be compromised, or may appear to be compromised, by:

- a) personal gain, or gain to immediate family (or a person with whom the staff or student has a close personal relationship) whether financial or otherwise; or
- b) the commitments and obligations that person owes to another person or body.

Each individual is responsible for recognising situations in which they have a conflict of interest, or might reasonably be seen by others to have a conflict, to declare that conflict to the appropriate person and to take such further steps as may be appropriate in line with the conflict of interest policy.

The general rule (with the exception of committee business) is that disclosure should be made in writing to the Head of Department (or equivalent) at the time the conflict first arises or it is recognised that a conflict might be perceived. Note that the duty to declare a possible conflict applies to the perception of the situation as well as the actual existence of a conflict. This is important to protect the reputation of the University and funders, as well as to avoid any consequences (e.g. financial loss) of conflicts arising.

There are a number of [examples](#) provided on the website. For further support in the department please contact Lynne Whay. If you would like advice from the central University administration, please contact the [Compliance team](#) who will be happy to advise.

### **Anti-Bribery Policy**

Bribery is the offering, promising, giving, requesting, or accepting of a financial or other advantage with the intention to induce or reward improper performance. The UK Bribery Act 2010 makes the giving, solicitation or receiving of bribes a criminal offence, and makes it a corporate offence for an organisation to fail to prevent bribery by an associated person (such as a member of staff or a service provider) regardless of geographical location.

The University is committed to conducting its activities fairly, honestly and openly, in accordance with relevant legislation, and to the highest standards of integrity; it has no tolerance of bribery. All staff are responsible for ensuring that they comply at all times with this policy and guard against the commission of bribery.

Staff are expected to act at all times in a manner that is fair, impartial, and without favouritism or bias and to abide by the following standards:

- no member of staff or person acting on behalf of or providing services for the University shall seek a financial or other advantage for the University through bribery; nor shall they offer, promise, give, request, agree to receive or accept a bribe for any purpose;
- the payment or acceptance of facilitation payments is unacceptable and will not be tolerated, except where the relevant territory specifically permits such payments in its written law;
- staff and persons acting on behalf of or providing services for the University must abide by the University Policy on Gifts and Hospitality;
- any suspicion of bribery should be reported immediately through the channels defined by this Policy, and the University will consider appropriately all such reported instances.

Everyone is encouraged to review [Bribery: essential reading](#).

### **Anti-Fraud Policy**

Fraud is a dishonest act or omission that is made with the intent of making a gain or causing a loss (or the risk of a loss). The University is committed to conducting its activities fairly,

honestly and openly, in accordance with relevant legislation, and to the highest standards of integrity. The University has no tolerance of fraud committed by staff or associated persons, and aims to reduce instances of fraud perpetrated against the University to the absolute practical minimum.

Staff are expected to act at all times in a manner that is fair, honest and open and to abide by the following standards:

- no member of staff or person acting on behalf of or providing services for the University shall commit any form of fraud;
- all staff shall ensure that the Information Security Policy and other relevant guidance is followed at all times, in order to reduce the risk of fraud from unauthorised access to systems and data;
- any suspicion of fraud or irregularity should be reported immediately through the channels defined by this Policy, and the University will consider appropriately all such reported instances.

Compliance with the policy is important to fulfil the law.

### [Gifts and hospitality policy](#)

Gifts and hospitality are defined as the provision of property, consumables, services, entertainment or money for which no reasonable fee is paid in return by the recipient. The University operates on a global basis in pursuit of its mission to achieve and sustain excellence in every area of its teaching and research. Integrity and fairness, both actual and perceived, are vital to its success in achieving this mission. The University's staff and representatives must act, and be seen to act, at all times in a manner that is fair, impartial and without favouritism or bias.

The Gifts and Hospitality policy may be summarised as follows:

1. The University's staff and representatives must act, and be seen to act, at all times in a manner that is fair, impartial and without favouritism or bias.
2. Gifts and hospitality may only be accepted by University staff or representatives when:
  - the offer has been made for a proper purpose;
  - acceptance is consistent with the purposes of the University;
  - it is appropriate and its value reasonable and proportionate to the circumstances;
  - acceptance accords with all applicable University policies and governmental legislation.
3. Gifts and hospitality may only be provided by University staff or representatives when
  - the offer is consistent with the purposes of the University;
  - the purpose is not to influence improperly;
  - it is appropriate and its value reasonable and proportionate to the circumstances;
  - provision accords with all applicable University policies and governmental legislation.
4. There is a requirement to record gifts and hospitality above certain thresholds in a departmental Gifts & Hospitality Register.
5. The University does not make political donations.

Compliance with the policy is important to protect the reputation of the University and individual staff.

### **Criminal Finances Act:**

Tax evasion, and (since 2017) the deliberate and dishonest facilitation of the commission of tax evasion by another person in the UK or overseas, are criminal offences. Risks arise from a number of activities and the University has a number of policies, processes and tools in place that ensure that these are addressed, including:

- [Employment taxes](#) (including the HMRC [Check Employment Status for Tax \(CEST\) Tool](#) to support the assessment of individual employment status and Personal Services Companies to ensure employment taxes are appropriately managed.
- [Research VAT treatment](#) including the [VAT Research Tool](#), to support the assessment of research income, costs etc for appropriate VAT treatment.
- [Collaborator VAT treatment](#) (included in the VAT Research Tool) to support the appropriate identification of collaborative relationships versus supplier relationships to ensure correct VAT treatment.
- Donations are managed to ensure appropriate [due diligence](#) is undertaken and they are [correctly accounted for](#).
- Work is underway to support departments with colleagues working overseas or funding overseas fieldwork through the global mobility manager and our international advisers.
- The [Gifts and Hospitality policy](#) ensures is in place to ensure gifts are identified and any tax implications dealt with.

If in doubt, contact Lynne Why before commencing these activities so that we can ensure the right arrangements are in place.

### **Public interest disclosure (whistle-blowing) code of practice**

The University places the greatest importance on the integrity of its operations, and has in place a number of policies and procedures to address problems that may arise for its employees and students, including those relating to grievance, harassment, discipline and individual allegations of fraud. Where there are genuine concerns about possible malpractices or improprieties that are not adequately covered by other University policies or procedures, staff are encouraged to make a public interest disclosure.

### **Other key policies**

- [Information Security policy](#)
- [Risk management framework](#)
- [Guidance Notes on the Holding of Outside Appointments](#)

## **MICRO-PLACEMENT PROGRAMME FOR RESEARCH STAFF: APPLY BY 28 OCTOBER**

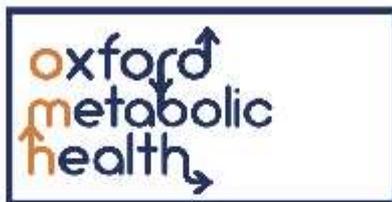
Micro-placements are 2 to 5 day voluntary work experience placements facilitated by the University for members of research staff. The placements help participants to practice employability skills, engage in an interesting project and experience what may be a new industry or sector.

This programme is designed especially for research staff, at grade 6 or above, who are currently on a fixed term contract at Oxford or who finished their fixed term contract in the past 12 months. Please [click here](#) to view the full list of available placements or visit the [CareerConnect](#) site.

The deadline for applications is midday on Monday 28 October. Placements will take place either in the week of 18–22 November, or 25–29 November. You will need to have registered with CareerConnect to apply.

If you would like further advice and assistance, the Internship Office is providing Support Sessions offering feedback on CVs and personal statements which take place across the applications window on Monday to Friday. Fifteen minute appointments can be booked on [CareerConnect](#).

If you are interested in the programme and have any questions, please contact Joe O'Connor at [research-placements@careers.ox.ac.uk](mailto:research-placements@careers.ox.ac.uk)



**OMH Researchers' Association invites  
you to a careers workshop:**

## **'Getting on in academic and research-related careers'**

**Thursday 24 October, 2-5pm  
Sherrington Library, DPAG, South Parks Road**

Come and hear from the University Careers Service,  
Research Services, a current fellow and funding committee  
member in a friendly, informal setting

Learn about  
how to boost  
your career in  
these areas

Find out about  
improving your  
core employ-  
ability skills to  
get ready for your  
next move

Hear about  
the support  
available to  
help you



All researchers welcome! To register, go to:

<https://www.medsci.ox.ac.uk/omh/omh-researchers-association>

